AcqDemo Training

Dial-In: 866-803-2146
Password: 2108325232

Pay Pool Administrator Training

Fall 2012

Training Audience and Expected Outcomes

- Audience
    - Pay Pool Administrators

- Training outcomes
    - Understand how to logon to CAS2Net
    - Learn how to move employees from transfer pay pool to correct pay pool
    - Understand how to create non-demo and demo supervisor user accounts
    - Learn how to establish the supervisory structure for a pay pool
    - Understand how to use CAS2Net reports

Agenda

1. Login
   - CAC Login
   - ALTESS Single Sign-On

2. Change Role

3. View Employee Roster Report

4. Modify/Delete Employee Record
   - Moving employees from one pay pool to another

5. Creating Supervisory Structure

6. Obtaining CAC EDIPI
   - Steps an employee needs to take to find their EDIPI

6. Create New Non-Demo Supervisor
   - Create Login ID for new Non-Demo Supervisor

7. Assign Supervisor to an Employee

8. Assign Employees to a Supervisor

9. Replace Supervisor Assignments

10. Reports
    - Supervisor Roster by Employee Report
    - Supervisor Roster by Supervisor Report
    - Part I, II, III

Login

- Access the CAS2Net site by going to the following URL: https://acqdemoii.army.mil
- For initial login CAS2Net redirects to the ALTESS single sign-on site.
- The Usage Policy screen is shown.
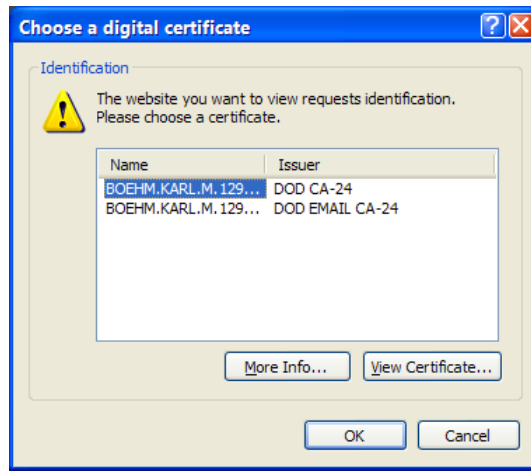- Click "I Agree" button to continue.

Login – ALTESS Single Sign-On

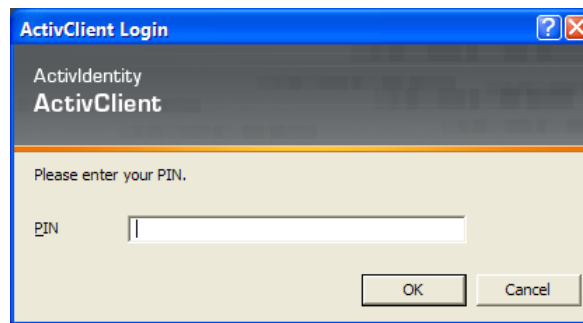- Click the "CAC Login" button to sign-in.
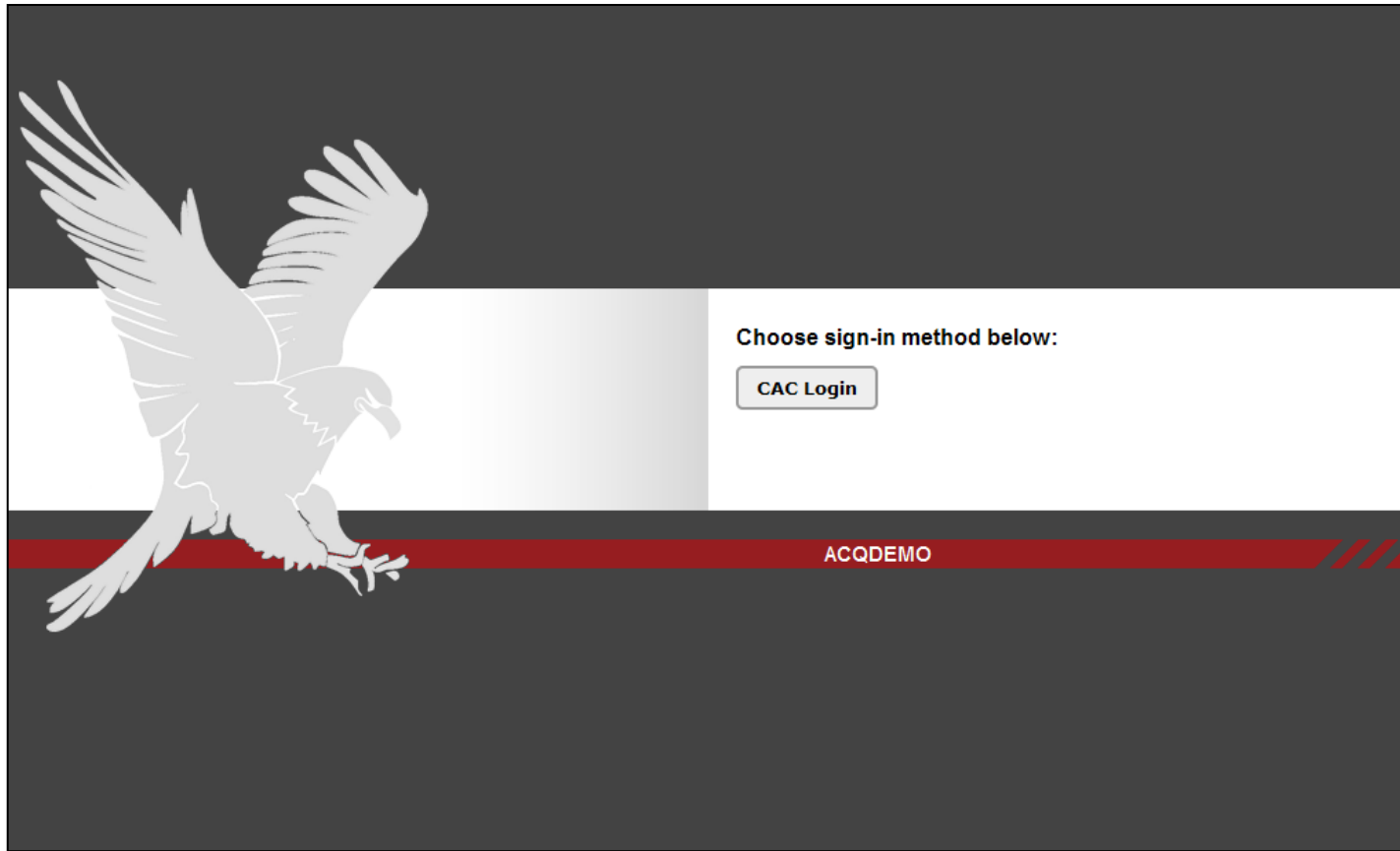
Login – ALTESS Single Sign-On

- Select one of your installed CAC digital certificates and click the OK button.

- If prompted, enter your CAC PIN.

Successful Login Screen

- CAS2Net successfully logs the user in and displays the Welcome Screen (this screen displays the "Welcome Screen" for a Full Access User).

- The Navigation Bar is on the left and the modules listed depend on user role.

Change Role

- Click "Session Maintenance" from the Navigation Bar to change role. CAS2Net refreshes the screen to display the Session Maintenance screen.
- To change role to a Pay Pool Administrator, select a name from the dropdown that corresponds with the "Pay Pool Admin" User Group.
- Click the "Change to Selected" button.

Change Role

- CAS2Net refreshes the screen to display selected Pay Pool Administrator Welcome screen.

- Session Maintenance screen displays the role you've temporarily changed to along with the "Revert to Self" button.

- The top right screen header now reflects the new role you have temporarily assumed. You can also use the "Revert" hot link to change to back to your original role.

Viewing the Employee Roster Report

- Click "Reports" from the Navigation Bar. CAS2Net refreshes the screen to display the list of reports.
- Use the Employee Roster Report to print and review the list of employees assigned to your pay pool. Check to see if any demo employees are missing from your pay pool. If they are, they may be in "transfer pay pool".
- Click the "Employee Roster" link from the reports list.

Viewing the Employee Roster Report

- CAS2Net refreshes to display the "Employee Roster Report" screen.
- Select your pay pool from the Paypool Selection dropdown.
- Before the report is generated, you have the option to sort the data by Name, Office Symbol, or ID. Select the desired "sort by" radio button.
- Click the "Generate" button.

Viewing the Employee Roster Report

- CAS2Net refreshes to display the Employee Roster Report.

Employee Roster

CSF: None
Pay Pool: AMC/LH

ID	Last Name	First Name	MI	Suffix	SSN (last 4)	PAS Code	Office Symbol	Presumptive Status	Retain Pay	Career Path	BB Level	Occ Series	Base Salary	Locality Code	CCPO	Prev OCS	Start Date
2612	Appleton	Adam			4445		AMC/LH	None	N	NH	3	1550	$72,000	80	AS	n/a	01-JAN-11
43	Arndt	Aaron			0138		AMC/LHXTA	Circum (recertify)	N	NK	2	0322	$35,804	41	9L	36	01-FEB-99
19	Artis	Amy			3720		AMC/LHXTA	None	N	NH	2	0318	$46,401		9L	38	01-FEB-99
15	Babbitt	Chris			0912		AMC/LHXSA	None	N	NH	3	0803	$76,725		9L	n/a	24-OCT-00
1843	Burns	Barry			6289		AMC/LHACA	None	N	NH	2	1515	$46,401	41	9L	n/a	12-AUG-01
44	Butler	Bryce			0219		AMC/LHXTA	None	N	NH	4	0025	$129,517	41	9L	n/a	01-FEB-99
45	Cavasos	Carmen			7986		AMC/LHXTB	None	N	NH	2	0246	$46,401	41	9L	n/a	01-FEB-99
21	Celon	Connie			4913		AMC/LHACA	Time	N	NH	3	0334	$76,725	41	9L	74	01-AUG-03
4	Curtiss	Dan			9047		AMC/LHA	None	N	NH	4	0830	$107,107	41	9L	n/a	01-FEB-99
46	Dancy	Dyanne			0943		AMC/LHXTB	None	N	NK	1	0322	$24,837	41	9L	n/a	01-FEB-99
22	Donaldson	Dennis			3941		AMC/LHACB	None	N	NK	2	0318	$35,804	41	9L	n/a	01-FEB-99
47	Emerson	Erica			8834		AMC/LHXTB	Circum (recertify)	N	NH	2	0341	$46,401	41	9L	50	01-FEB-99
23	Evans	Erin			3175		AMC/LHACB	None	N	NH	3	0830	$76,725	41	9L	n/a	01-FEB-99
5	Evans	Francis			9045		AMC/LHX	None	N	NH	4	0830	$107,107	41	9L	n/a	01-FEB-99
24	Farnsworth	Fred			7422		AMC/LHACB	None	N	NH	2	0830	$46,401	41	9L	n/a	01-FEB-99
17	Fites	George			8173		AMC/LHXTA	None	N	NH	3	0896	$76,725	41	9L	n/a	01-FEB-99
2	Freeman	Francis			9153		AMC/LH	None	Y	NK	2	0318	$35,804	41	9L	0	01-FEB-99
3	Garfield	George			8079		AMC/LH	None	N	NJ	4	0856	$76,725	41	9L	n/a	01-FEB-99
6	Gonzalez	Helen			0075		AMC/LHAC	None	N	NH	4	0340	$107,107	41	9L	n/a	15-MAY-03
25	Grimes	Garth			5297		AMC/LHACB	None	N	NH	2	0850	$46,401	41	9L	n/a	01-FEB-99
18	Hansen	Ike			3651		AMC/LHXTB	None	N	NH	3	0830	$76,725	41	9L	n/a	01-FEB-99
26	Harris	Henry			3813		AMC/LHADA	None	N	NH	2	0830	$46,401		9L	n/a	01-FEB-99
2571	Hoang	Andrew			1234		AMC/LH	None	N	NJ	1	0019	$24,837	80	7X	n/a	26-JAN-11
2611	Hummer	Hershel			4555		AMC/LH	None	N	NH	3	0893	$76,000	80	AS	n/a	01-JAN-11
27	Irinski	Ivan			6297		AMC/LHADA	None	N	NK	3	0085	$48,568	41	9L	n/a	01-FEB-99
7	Iverson	John			1132		AMC/LHAD	None	N	NH	4	0830	$107,107	41	9L	n/a	01-FEB-99
28	Jerris	Jane			8347		AMC/LHADA	None	N	NH	3	0830	$76,725	41	9L	n/a	01-FEB-99
29	Karnes	Keith			2312		AMC/LHADB	None	N	NK	2	0085	$35,804	41	9L	n/a	01-FEB-99
30	Lawrence	Lance			8032		AMC/LHADB	None	N	NH	3	0830	$76,725	41	9L	n/a	01-FEB-99
31	Martinez	Mary			2531		AMC/LHADB	None	N	NH	3	0830	$76,725	41	9L	n/a	01-FEB-99
1472	Michelson	Nancy			0710		AMC/LHXT	None	N	NH	4	0830	$107,107	41	9L	n/a	29-SEP-00
2613	Mucker	Mark			5555		AMC/LH	None	N	NH	3	0505	$75,000	80	AS	62	10-OCT-11

Report run on: September 17, 2012 12:48 PM

Page 1 of 2

Modify/Delete Employee Record: Transfer Pay Pool

- Click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the "Modify/Delete employee record using query form" link.

Modify/Delete Employee Record: Transfer Pay Pool

- CAS2Net refreshes the screen to display the Look for Employee(s) screen ("search" screen).
- Enter the information of the employee you want to find.

Modify/Delete Employee Record: Transfer Pay Pool

- Scroll to the "Organization" section of the form and select "(transfer)" from the "Pay Pool Code" dropdown list.

Modify/Delete Employee Record: Transfer Pay Pool

- Click the "Find" button (located at the top and/or bottom of the screen).

Modify/Delete Employee Record: Transfer Pay Pool

- CAS2Net refreshes the screen to display a list of employees in the transfer pay pool. (This means the employee is waiting to be put into a pay pool and be given supervisor assignments)
- Select an employee you would like to modify by clicking on their "ID" number.
- If you entered a name to search for, only people with that name will be displayed.

Employee(s) Matching Criteria

Query criteria: Paypool: (transfer)

New Query

<< first < prev **1** next > last >>   Show   10 ▾   records per page

ID	SSN	Name ▲	Home Org	Career Path	Level	CPO	Series	Salary	Group	Service	EDIPI
2612	-4445	Appleton, Adam		NH	III	AS	1550	$0	Employee	AR	

<< first < prev **1** next > last >>   Show   10 ▾   records per page

Modify/Delete Employee Record: Transfer Pay Pool

- CAS2Net opens a new internet browser window to display the Employee Detail Screen for the select employee.

Modify/Delete Employee Record: Transfer Pay Pool

- Scroll down to the "Organization" section of the Employee Detail Form and select the "Pay Pool Code" dropdown list.
- Choose the name of the pay pool you want to move the selected employee to.

Modify/Delete Employee Record

- Click the "Update" button located at the bottom of the screen.

- CAS2Net displays the a message at the top of the Employee Detail screen indicating successful updates.

- Click the "Close" button at the bottom of the Employee Detail Screen.

- *** Generate the Employee Roster report from time to time to check your progress in cleaning up the pay pool database.**

Maintain Employee Data : Employees

Success!
Row updated

Paypool Notices

Click on "Paypool Notices" to check for paypool data that needs to be checked and perhaps corrected **including adding and deleting employees**

Creating the Supervisory Structure

- Make sure you have added all non-demo supervisors and have assigned them the highest supervisory user role they will have
  - Pay Pool Manager (PPM) is highest (note that each pay pool can have only one PPM)
  - Sub-Panel Manager also called Supervisor 2 is the next highest
  - Supervisor 1 is the lowest level of supervisor

- Note each level of supervisor can also act as lower levels of supervisor
  - PPM can be assigned as Sub-Panel Manager and Supervisor 1
  - Sub-Panel Manager can be assigned as Supervisor 1

- You create your own sub-panels or sub-pay pools when you assign Sub-Panel Managers. You will be able to download these into the Sub-Panel version of the CMS spreadsheet, which allows the sub-panel to review ratings, but does not allow them to assign payouts.

- Make sure that you have created records for all non-demo supervisors and have assigned all supervisor roles before assigning supervisors to an employee or employees to a supervisor

Obtaining CAC EDIPI

Steps Employee Needs to Take to Find Their EDIPI

Open ActivClient

- Double-click the ActivClient icon in your Windows system tray

ActivClient

- 10 digit EDIPI follows name in the title bar, but can not be copied.
- Double-click "Smart Card Info" icon.
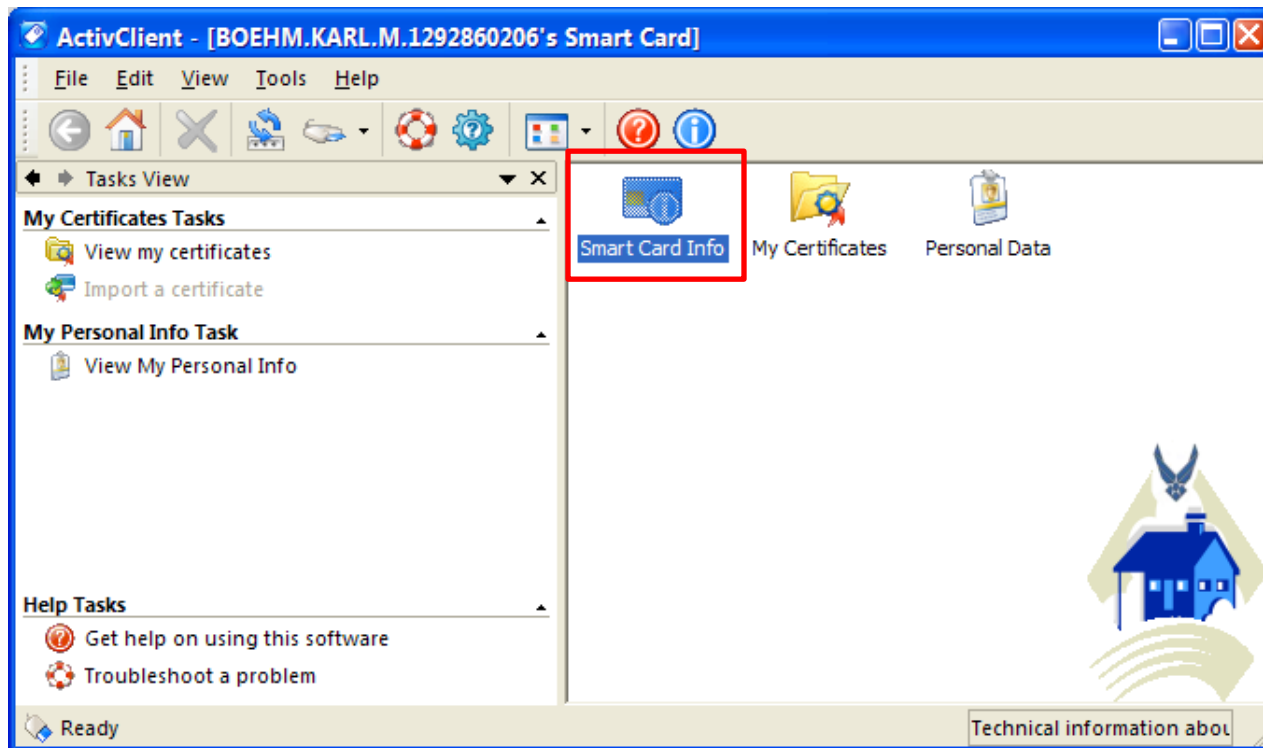
ActivClient (cont'd)

- 10 digit EDIPI located in the User Name field, and <u>can</u> be copied
- Copy and send to pay pool administrator to establish account
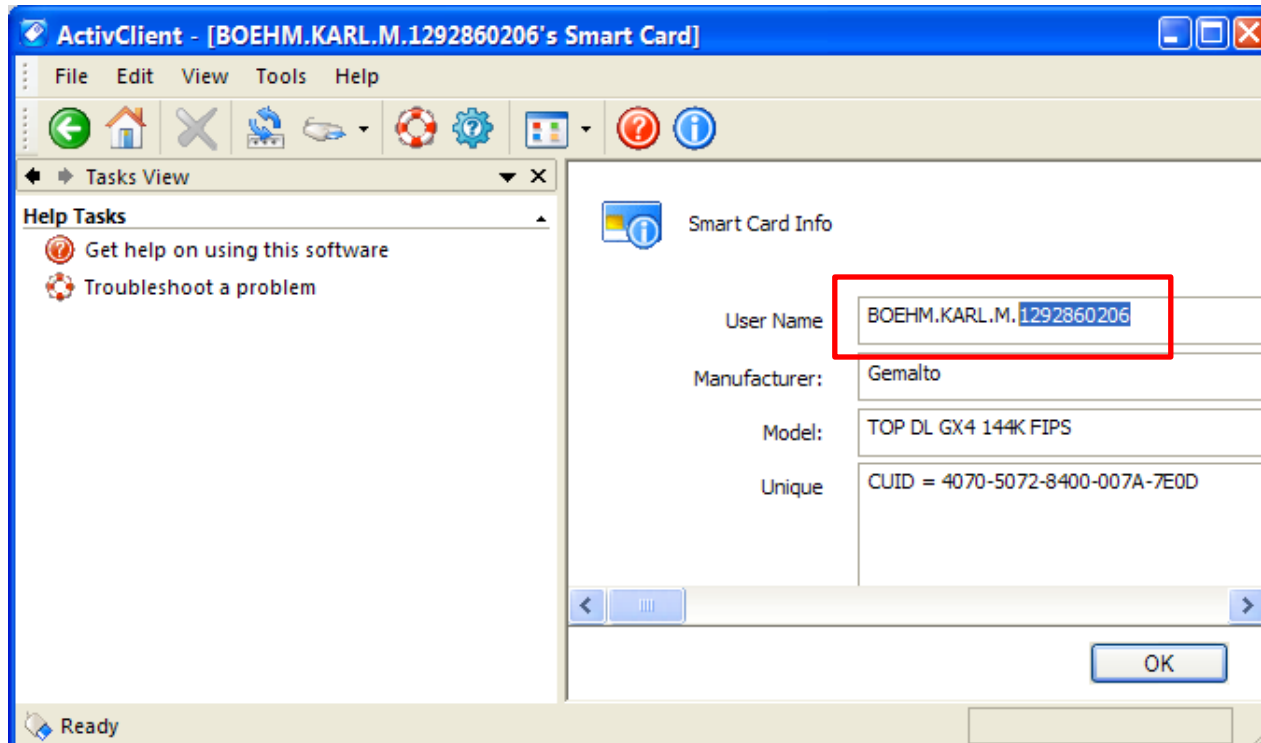
Create New Employee Record: Non-Demo Supervisor

- Once you have the EDIPI, click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the "Insert New Employee Record" link.

Create New Employee Record: Non-Demo Supervisor

- CAS2Net displays the Add an Employee Record screen.
- In Part 1 of the form:
  - Enter the *first* and *last name* along with the made-up *Social Security Number* of the employee being added.
  - The fields in green are mandatory

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored *green* and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1 - Complete this section for all Demo and Non-Demo employees

Prefix:

First Name: *

Middle Initial:

Last Name: *

Suffix:

SSN: *

Create New Employee Record: Non-Demo Supervisor

- In Part 2 of the form:
  - Click the "Demo" checkbox to Uncheck and make the supervisor Non-Demo.
  - Scroll to the "Organization" section of the form to the "Paypool Code" dropdown list. Select the Pay Pool name in which you want to put your employee into.

AcqDemo Training

Create New Employee Record: Non-Demo Supervisor

- In Part 3 of the form:
  - Enter the user's EDIPI in the provided text box.
  - Select desired User Group from list
- Click the "Add" button at the bottom of the page

Create New Employee Record: Non-Demo Supervisor

- CAS2Net refreshes the screen to display a successful update.
- Confirms record has been successfully inserted

Employee Inserted

Successfully Inserted

[Insert Another Employee]

[Edit Inserted Record]

[Data Maintenance Menu]

Create a new Demo Employee Record

- If you get a paypool notice about having to add a new employee, use the same process as for a Non-Demo supervisor except that the Demo box needs to be checked and you'll need a real SSN
  - You'll need to fill in all the data fields for an employee including career path, band, salary, etc.
  - This data is available from the paypool notice

Assign Supervisors to an Employee

- Click "Data Maintenance Menu". CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the "Assign Supervisors to an Employee" link.

Assign Supervisors to an Employee

- The Assign Supervisor to an Employee screen is displayed.
- Select an employee's name from the dropdown list.
- Any supervisor can be labeled as a Center Senior Functional (CSF). Appraisals for employees assigned to an CSF are read only.

Assign Supervisors to an Employee

- CAS2Net refreshes the supervisor dropdown lists to display the selected employee's current supervisors.

- Select the desired supervisors to assign to the selected employee using the provided dropdown lists.

- To undo selections made, and view the current supervisor assignments, click the "Reset" button.

- Select the desired supervisors to assign to the selected employee and click the "Assign" button.

Assign Supervisors to an Employee

- Once you click the "Assign" button, CAS2Net displays the following message : "Supervisor(s) successfully assigned."

- If no supervisor assignments have been changed and the "Assign" button is clicked, the following message is displayed: "No supervisor changes made."

- Note that you need to be an above pay pool superuser to assign supervisors who are in a different pay pool than the employee.

Assign Employees to a Supervisor

- Click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the "Assign Employees to a Supervisor" link.

Assign Employees to a Supervisor

- The Assign Employees to a Supervisor screen is displayed.
- Select a supervisor name from the dropdown list and select the supervisor role you want to assign (first level, sub-panel, CSF, or pay pool manager).

Assign Employees to a Supervisor

- CAS2Net refreshes the screen to display a list of employees reporting to the selected supervisor.

  *Note: **to view employees under the selected supervisor in a different level of supervision, select the desired radio button.**

- To sort the list of employees by Name or Organization, select the "Name" or "Org" radio button.

- Click the check boxes next to employee name(s) of those employee(s) you want to assign to the selected supervisor. To assign all employees listed, click the "Check/Uncheck All" checkbox.

- To undo selections click the "Reset" button.

- To submit selections, click the "Submit" button.

Assign Employees to a Supervisor

Supervisor: Gonzalez, Helen (AMC/LHAC)   Sort By: ⦿ Name ○ Org

⦿ First Level Supervisor ○ Supervisor 2 ○ Sub-Panel Meeting ○ Paypool Manager ○ CSF

☐ Check/Uncheck All

☑ Olson, Peter (AMC/LHACA)	☑ Quarles, Richard (AMC/LHACB)
☐ Appleton, Adam ()	☐ Arndt, Aaron (AMC/LHXTA)
☐ Artis, Amy (AMC/LHXTA)	☐ Babbitt, Chris (AMC/LHXSA)
☐ Bracken, Billy (AMC/LH)	☐ Burns, Barry (AMC/LHACA)
☐ Butler, Bryce (AMC/LHXTA)	☐ Cavasos, Carmen (AMC/LHXTB)
☐ Celon, Connie (AMC/LHACA)	☐ Curtiss, Dan (AMC/LHA)
☐ Dancy, Dyanne (AMC/LHXTB)	☐ Donaldson, Dennis (AMC/LHACB)
☐ Emerson, Erica (AMC/LHXTB)	☐ Evans, Erin (AMC/LHACB)

☐ Tarman, Timothy (AMC/LHXSA)	☐ Udell, Vincent (AMC/LHADB)
☐ Ulanov, Uli (AMC/LHXSA)	☐ Vinson, Violet (AMC/LHXSB)
☐ Williams, Wilson (AMC/LHXSB)	☐ Yates, Zane (AMC/LHADC)
☐ Yeakley, Yolanda (AMC/LHXSB)	☐ Zurbriggen, Zack (AMC/LHXTA)

Submit   Reset

[Data Maintenance Menu]

Assign Employees to a Supervisor

- Verify the selected employees have been assigned to the supervisor.

- Repeat for each supervisory role held by the selected supervisor by clicking on each of the levels of supervisor radio buttons.

Replace Supervisor Assignments

- Click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.

- Select the "Replace Supervisor Assignments" link. Use this option when a supervisor is replaced by another person.

Replace Supervisor Assignments

- The Replace Supervisor Assignments screen is displayed.

- Select a supervisor name from the "Original Supervisor" dropdown list.

Replace Supervisor Assignments

- Select which level of supervision you want to replace assignments for the selected supervisor.

- Select the name of the supervisor you want to replace assignments with from the "Replacement Supervisor" dropdown.

- To clear selections, click the "Clear" button.

- To submit changes, click the "Update" button.

Update Supervisor Assignments

Manager Level:
- ⦿ First Level Supervisor
- ○ Supervisor 2
- ○ Sub-Panel Meeting
- ○ Paypool Manager
- ○ CSF

Original Supervisor:
Arnold, Bob (AMC/LH)

Replacement Supervisor:
(null)----------------------------------

Update   Clear

[Data Maintenance Menu]

Please send comments/suggestions about this form to **CAS2Net Support**

Replace Supervisor Assignments

- CAS2Net displays a message indicates the number of successful replacements between the two selected supervisors.

Update Supervisor Assignments

4 Replacements of Bob Arnold with Ike Hansen

Manager Level:

- ⦿ First Level Supervisor
- ○ Supervisor 2
- ○ Sub-Panel Meeting
- ○ Paypool Manager
- ○ CSF

Original Supervisor:
Arnold, Bob (AMC/LH)

Replacement Supervisor:
Hansen, Ike (AMC/LH)

[Update] [Clear]

[Data Maintenance Menu]

Appraisal Status and Lock

On/Off Button

Importing Data from Offline Interface

Contribution-based Compensation and Appraisal System Software
CAS²Net

Offline Interface

Download Employee Data

Last completed download (Eastern Time): 02-OCT-2012 10:41:00 AM

Upload Employee Data

Last completed upload (Eastern Time): 02-OCT-2012 10:44:44 AM

Certify Final Upload

Upload Status: Not Final

Downloading Employee Data

Contribution-based Compensation and Appraisal System Software
CAS²Net

Offline Interface - Download Employee Data

NOTE: Files are dynamically generated and the server may take several minutes before download starts.
Please be patient and do not repeatedly request a download file which will cause the server to slow down further and may generate duplicate appraisal records.

To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

Sub-Panel Meeting choices without hot links for the files have been locked.
Contact your pay pool administrator if you need to unlock a meeting.

Paypool	File Name	File Description
AMC/LH	ppAMCLH_to_CCAS.csv	Paypool: AMC/LH
AMC/LH	ppAMCLH_to_Sub-Panel_Bob_Arnold.csv	Sub-Panel Manager: Bob Arnold
AMC/LH	ppAMCLH_to_Sub-Panel_Dan_Curtiss.csv	Sub-Panel Manager: Dan Curtiss
AMC/LH	ppAMCLH_to_Sub-Panel_Francis_Evans.csv	Sub-Panel Manager: Francis Evans
AMC/LH	ppAMCLH_to_Sub-Panel_Helen_Gonzalez.csv	Sub-Panel Manager: Helen Gonzalez
AMC/LH	ppAMCLH_to_Sub-Panel_John_Iverson.csv	Sub-Panel Manager: John Iverson
AMC/LH	ppAMCLH_to_Sub-Panel_Larry_Koenig.csv	Sub-Panel Manager: Larry Koenig
AMC/LH	ppAMCLH_to_Sub-Panel_Nancy_Michelson.csv	Sub-Panel Manager: Nancy Michelson
AMC/LH	ppAMCLH_to_Sub-Panel_(No_Sub-Panel).csv	Sub-Panel Manager: None Assigned
AMC/LH	ppAMCLH_to_Sub-Panel_Sam_Battista.csv	Sub-Panel Manager: Sam Battista

[Return to Offline Interface Main Menu]

Importing to SubPanel Spreadsheet

Sub-Panel Meeting Spreadsheet

Cycle: 2012

The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.

Data/Spreadsheet Download -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, click *View* to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

Data Maintenance -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

Data Upload -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

Paypool Data

Import   **View**   **Export**

Last Import: 9/19/2012 (2:21:39 PM)(CDT)
Last Export:
Last Modified: [   ]   Use Today

Scores

Group into Categories

Summary Reports

Rails Report

Career Path Factor Matrices ranked by Final Score

Summary Statistics of Delta OCS

Distribution of Delta OCS

Scatter-plots of OCS Score by Salary

Current Pay & 2012 SPL   **Inferred**

Reports

- Click "Reports" from the Navigation Bar. CAS2Net refreshes the screen to display the a list of reports.
- To show the supervisors assigned to each employee, select the "Supervisor Roster by Employee" reports link.

Reports

- CAS2Net refreshes the screen to display the Supervisor Roster by Employee Report Generation Options.
- Select a pay pool from "Paypool Selection" dropdown.
- Click the "Generate" button.

Reports

- CAS2Net generates the report in PDF format.

- Report displays the list of employees in the selected pay pool along with their assigned supervisors.

Supervisor Roster by Employee

Employee Name	Supervisor, Level 1	Sub-panel Supervisor	Paypool Mana
Appleton, Adam,	Helen Gonzalez		
Arndt, Aaron, AMC/LHXTA	Helen Gonzalez	Nancy Michelson	Bob Arnold
Artis, Amy, AMC/LHXTA	Helen Gonzalez	Helen Gonzalez	Bob Arnold
Babbitt, Chris, AMC/LHXSA	Helen Gonzalez	Francis Evans	Bob Arnold
Burns, Barry, AMC/LHACA	Helen Gonzalez	Helen Gonzalez	Bob Arnold
Butler, Bryce, AMC/LHXTA	George Fites	Nancy Michelson	Bob Arnold
Cavasos, Carmen, AMC/LHXTB	Ike Hansen	Nancy Michelson	Bob Arnold
Celon, Connie, AMC/LHACA	Peter Olson	Helen Gonzalez	Bob Arnold
Curtiss, Dan, AMC/LHA	Ike Hansen		Bob Arnold
Dancy, Dyanne, AMC/LHXTB	Ike Hansen	Nancy Michelson	Bob Arnold
Donaldson, Dennis, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold
Emerson, Erica, AMC/LHXTB	Ike Hansen	Nancy Michelson	Bob Arnold
Evans, Erin, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold
Evans, Francis, AMC/LHX	Ike Hansen		Bob Arnold
Farnsworth, Fred, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold
Fites, George, AMC/LHXTA	Nancy Michelson	Francis Evans	Bob Arnold
Freeman, Francis, AMC/LH	Ike Hansen		Bob Arnold
Garfield, George, AMC/LH	Ike Hansen		Bob Arnold
Gonzalez, Helen, AMC/LHAC	Dan Curtiss	Bob Arnold	Bob Arnold
Grimes, Garth, AMC/LHACB	Richard Quarles	Helen Gonzalez	Bob Arnold
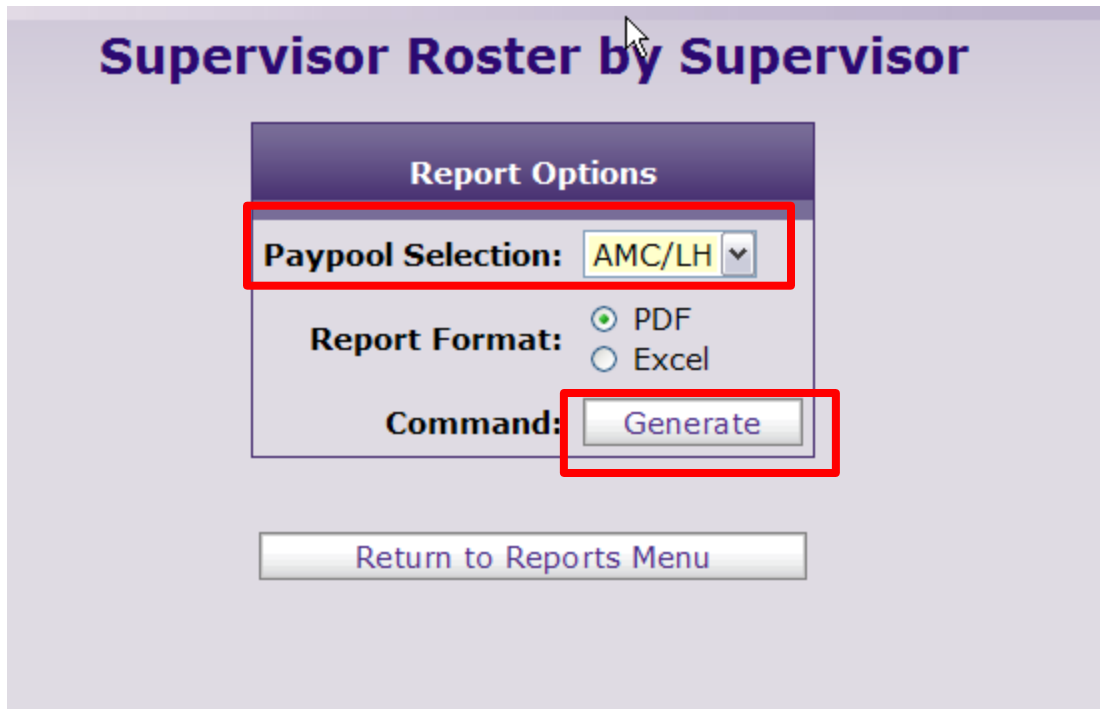
Reports

- Use the Supervisor Roster Report to review the supervisory structure of your pay pool.
- Click "Reports" from the Navigation Bar. CAS2Net refreshes the screen to display the list of reports.
- Select the "Supervisor Roster by Supervisor" reports link.

Reports

- CAS2Net refreshes the screen to display the Supervisor Roster by Employee Report Generation Options.

- Select a pay pool from "Paypool Selection" dropdown.

- Click the "Generate" button.

Reports

- CAS2Net generates the report in PDF format.

- Report displays the breakdown of the supervisory structure for the selected pay pool.

- This report is essentially a wiring diagram for the organization displayed horizontally rather than vertically.

Supervisor Roster

Paypool Manager	Sub-panel Supervisor	First Level Supervisor	Employee Name
Bob Arnold, AMC/LH	(none)	Bob Arnold	Dan Curtiss, AMC/LHA Francis Evans, AMC/LHX Francis Freeman, AMC/LH George Garfield, AMC/LH
	Bob Arnold	Dan Curtiss	Helen Gonzalez, AMC/LHAC John Iverson, AMC/LHAD
		Francis Evans	Nancy Michelson, AMC/LHXT
	Dan Curtiss	Helen Gonzalez	Richard Quarles, AMC/LHACB
		John Iverson	Tammy Stewart, AMC/LHADA Vincent Udell, AMC/LHADB Zane Yates, AMC/LHADC
	Francis Evans	Larry Koenig	Chris Babbitt, AMC/LHXSA
		Nancy Michelson	George Fites, AMC/LHXTA Ike Hansen, AMC/LHXTB
	Helen Gonzalez	Peter Olson	Amy Artis, AMC/LHACA Barry Burns, AMC/LHACA Connie Celon, AMC/LHACA
		Richard Quarles	Dennis Donaldson, AMC/LHACB Erin Evans, AMC/LHACB
	Nancy Michelson	George Fites	Aaron Arndt, AMC/LHXTA Bryce Butler, AMC/LHXTA Zack Zurbriggen, AMC/LHXTA
		Ike Hansen	Carmen Cavasos, AMC/LHXTB Dyanne Dancy, AMC/LHXTB Erica Emerson, AMC/LHXTB

Reports

Report Options

Report Option: Part I

CCAS Appraisal By Supervisor Report

Group:
Supervisor: Chris Babbitt
Supervisor Role: First Level Supervisor

Criteria:
Supervisor: Chris Babbitt
Supervisor Role: First Level Supervisor
Assessments Year: 2011

Part I: CCAS Salary Appraisal Form

Name:	Danielle Hoang	Series:	25	Appraisal Period:	
CAS2Net ID:	2572	Broadband Level:	III	From:	10/01/2010
Organization:	AMC/LH	Retained Pay:	No	To:	09/30/2011
Career Path:	NH	Presumptive:	None		

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

_____ Date _____
Chris Babbitt, 1st Level Supervisor

_____ Date _____
Dan Curtiss, Sub-Panel Manager

_____ Date _____
Bob Arnold, Pay Pool Manager

_____ Date _____
Employee Signature

Appraisal Detail

Overall Contribution Score:	77	Upper Rail	73
Next Year's Expected SPL OCS:	76	OCS	77
		SPL OCS	81

Employee Contribution Pay Comparison Chart

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the SPL. The point is the **Employee Appraisal**.

Overall Contribution Score

Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.
2. PURPOSE: This form summaries the annual evaluation of an employee's contribution through CCAS assessment.
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
4. DISCLOSURE: Failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. The information contained within this form is personal in nature and is restricted to those with appropriate permissions. The information contained on this form may be used for statistical and impact analysis.

Compensation Detail

	$80,837	Current Rate of Base Pay
+	$0	G Increase
+	$893	CRI Increase
	$81,730	New Rate of Base Pay
+	$19,795	Locality Pay @ 24.22%
	$101,525	New Total Salary
	$793	Contribution Award

Remarks

Part I: CCAS Salary Appraisal Form — Page 2

Name:	Danielle Hoang	Series:	25	Appraisal Period:	
CAS2Net ID:	2572	Broadband Level:	III	From:	10/01/2010
Organization:	AMC/LH	Retained Pay:	No	To:	09/30/2011
Career Path:	NH	Presumptive:	None		

Factor	Categorical Score	Final Score
Problem Solving	4L	81
Teamwork/Cooperation	3M	73
Customer Relations	3M	73
Leadership/Supervision	4M	87
Communication	3M	68
Resource Management	3M	77

OCS	77
Expected OCS	76
Delta OCS	1
Relative Score	-1.48
Approved Zone Position	C2

Overall Contribution Score

Reports

Report Options: Part II and III

CCAS SALARY APPRAISAL DOCUMENT FOR 2011

NAME: Danielle Hoang	RATER: Chris Babbitt		ORG: AMC/LH
Broadband Level:	**Occupational Series:**	**Career Path:**	**OCS:**
III	25 - Park Ranger	NH - Business Management and Technical Management Professional	77

PART II   Supervisor Assessment

Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.

	Categorical Score:	Numeric Score:
Problem Solving	4L	81
problem solving assessment.		
Teamwork/Cooperation	3M	73
teamwork and cooperation assessment. Additional teamwork evaluation. More comments added.		
Customer Relations		
customer relations assessment. additonal comments for customer relations.		
Leadership/Supervision		
leadership and supervision assessment.		
Communication		
Communications assessment.		
Resource Management		
resource management assessment.		

CCAS SALARY APPRAISAL DOCUMENT FOR 2011

NAME: Danielle Hoang	RATER: Chris Babbitt		ORG: AMC/LH
Broadband Level:	**Occupational Series:**	**Career Path:**	**OCS:**
III	25 - Park Ranger	NH - Business Management and Technical Management Professional	77

PART III   Employee Self-Assessment

Problem Solving

test on 7/27
Problem Solving - Danielle

Teamwork/Cooperation

Danielle

Customer Relations

Denielle

Leadership/Supervision

Denielle

Communication

Denielle

Resource Management

test on 7/27
resource management - Denielle

Questions

- Do you have any additional questions?